

SharePoint Designer Vendor Questions with Department Answers

Is there an incumbent vendor currently providing these services to MnDOR? [No](#)

Does MnDOR already have a candidate under consideration to perform the duties outlined in this SOW? [No](#)

Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MnDOR approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables? [See page 5, Cost -Hourly basis](#)

Please confirm that a MnDOR Project Manager will be responsible for directing the selected vendor's resource work tasks/assignments? [Yes](#)

Please confirm that MnDOR will provide selected vendor resource with the necessary workspace, hardware, software, and desktop/laptop computer to perform the duties outlined in this SOW? [Yes](#)

Does MnDOR anticipate that selected resource will be expected to perform any off-hours or weekend work under the scope of this SOW? [No](#)

Does MnDOR have a pre-determined/allocated budget (either hourly billing rate or total project cost) for this SOW? [See page 5, Cost - Hourly billing rate - only candidates with a rate of \\$135 an hour or less will be accepted.](#)

If yes, can you please share the budgeted amount? [N/A](#)

What is the anticipated daily work schedule for selected vendor resource (8AM to 5PM, Monday thru Friday)? [We can be flexible on the work schedule based on the needs of the resource.](#)

Please confirm that MnDOR expectation is that selected resource will be working 100% on-site at MnDOR location. [See page 4, Duration and Location- All work is to be performed at the Department of Revenue building, 600 North Robert St., St. Paul, MN.](#)

What certifications will be required in response? [See Page 2 of the SOW](#)
Note: [Attachments B, C, J and K must be submitted with the proposal.](#)
[Attachments D– F are DOR work related policies.](#) [Attachment I is the tax and background checks that must be completed by each individual when a contract is awarded and before any work can start.](#) [Attachments G, H, and I, must be signed and returned with the contract, not with your response.](#)

Is it MnDOR's intent to finish this project before June 30th? [Yes](#)

Please confirm that MnDOR's potential "as needed" work after the initial two-week project is complete, would also be required to be performed on-site? [Yes](#)

If any "As needed" work is required after the initial two-week project is complete, what is the anticipated duration of those potential project needs? [It's difficult to know what those needs might be until further usability testing is conducted in July. We don't anticipate major changes to the site as a result, but would need most design issues resolved before the targeted launch in September.](#)

Other than the end of the fiscal year June 30th, is there another reason for the initial two-week deadline for completion of the SOW? [Yes, to stay on track with the website redesign project.](#)

What scenarios does MnDOR anticipate needing to potentially bring back the SharePoint resources for the "as needed" portion of this SOW? [Design issues arising from further usability testing and following launch of website.](#)

If a specific vendor resource is selected, is it MnDOR's expectation that once the initial two-week project is completed that the same resource remain available for the following year anticipating any "as needed" additional services? [Yes, however DOR will work with the vendor on resource availability and scheduling to complete additional work that is identified past the two week engagement.](#)

Could you provide an estimation of how many additional services hours over the next year of development would be requested after the two week period? [Additional services are expected to be sporadic and should not require more than 5 hours a week when needed.](#)

Please verify this is for full time work and if you expect the deliverables listed on the SOW to be completed in 2 weeks? What is the possibility of extension? [See page 4, Duration and Location - Assignments will begin as soon as possible once the work order with the selected vendor is executed. The initial assignment is planned for approximately two weeks, with additional services as needed over the next year of development.](#)

Can you please tell me how long this contract is for? [See page 4, Duration and Location - Assignments will begin as soon as possible once the work order with the selected vendor is executed. The initial assignment is planned for approximately two weeks, with additional services as needed over the next year of development.](#)